

UNITED STATES GOVERNMENT

# Memorandum

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CONFIDENTIAL

TO : Director of Training

DATE: 1 February 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 3  
18 - 29 January 1965

## I. SIGNIFICANT ITEMS

None

25 YEAR RE-REVIEW

## II. OTHERS

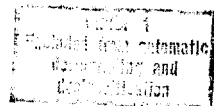
25X1 A. In our last report, mention was made that [ ] and I would meet with Walter J. Garrow, the local representative of Rensselaer Polytechnic Institute, looking toward participation by Agency procurement personnel in special management courses conducted here under joint RPI-Harbridge House auspices. The Office of Logistics - represented by [ ]  
25X1 [ ] at the meeting - is definitely interested in the RPI proposal. There is no assurance that arrangements will be made by OL in time for spring courses but Clem reports that OL would prefer to get under way in the next three or four months. Norm  
25X1 [ ] has yet to meet with [ ] for approval of details. 25X1  
This proposition will involve OL money and OL facilities; we have not decided whether it will be negotiated by a contract exclusively, or in conjunction with individual external training requests. It is another case of the combined internal-external type of training which involves tailored training for consumer needs. We've already had two such cases in Commo and one each for OEL and OCS, (please see next item). We almost effected one for ORR, but the need was not as real as we had been led to believe.

B. On behalf of DTR I concurred in a proposal from the Office of Computer Services that the Stenotype Training Program which began four months ago should be continued. This is the training activity which ties in with Project ALP (Automatic Language Processing System). The arrangements agreed upon include the stipulation that OCS shall be responsible for providing classroom space and for bearing the costs of the training.

25X1 C. A letter was prepared, for signature of the DDCI, assuring the Commandant, Industrial College of the Armed Forces, that the Agency intends to fill the invitational quota of two student spaces allotted us by the JCS in the 1965-66 resident course. The letter stated that CIA would be glad to assign a third student if an additional space becomes available.

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C. [ ] held a series of conferences with the DDS Publications Staff on three Headquarters regulations in the [ ] series. All questions raised in connection with [ ] Entrance-on-Duty Training, have been resolved, concurrences have been obtained, and the revised regulation is cleared for publication. The content of [ ] Mid-Career Training Program, and [ ] Training Selection Board, has been reworked and these new regulations are ready to be referred for coordination outside the DDS.

25X1  
25X1

D. Orientation briefings on the organization and functions of OTR were given during the past fortnight to the following new instructors:

25X1

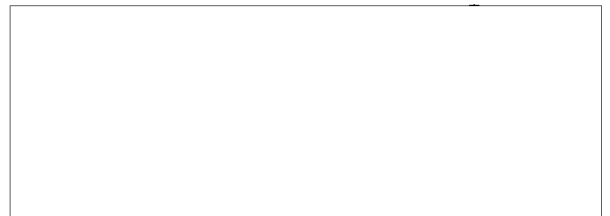
25X1

[ ] GS-16, assigned [ ]  
[ ] GS-12, assigned to [ ] Training  
element of Operations School. [ ]

25X1  
25X1

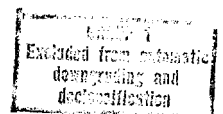
E. An HEW publication picked up recently [ ] seems worthy of special mention. The booklet is entitled "Milestones in Education" (subtitled: What the 88th Congress Did for American Schools and Colleges). Thirteen separate new or amended Congressional Acts, all containing some provision benefiting education and training, are cited and summarized.

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Attachment:

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UNITED STATES GOVERNMENT

# Memorandum

TO : Registrar/TR

DATE: 1 February 1965

FROM : C/AIB/RS/TR

SUBJECT: Biweekly Activities Report No. 3  
18 - 29 January 1965

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

25X1 A. AIB has been working closely with C/PPS and [ ] on the new Orientation for Overseas scheduled for the afternoons of 2 and 3 February. At present there are 18 registered, with the possibility of eight additional from FE. Seven of the eighteen are dependents. *1 Feb. '65  
8 are now  
firm A.*

B. China Familiarization which was scheduled in February had two candidates who will not be affected by the cancellation of the February program. (One is already rescheduled for May.) Apparently there were no candidates from the China Activities Branch for whom the course is generally given. C/SIC is handling arrangements for the next running (24-28 May) directly with [ ] FE. 25X1 25X1

W C. The Briefing Techniques Course for *senior officials* VIP's which began on 25 January has nine officials in it. [ ] was a last-minute replacement for Robert Fuchs, D/F, who was given the DDS' approval on Friday, 22 January, to make the switch. Donald Chamberlain, DAD/SI, was unable to attend the first two sessions; it was [ ] opinion that Dr. Chamberlain should not begin the course in the third session but that he re-register for the next running, in March. 25X1

D. Information on training, updated as of 1 February 1965, was submitted to the DTR on Friday, 29 January.

E. The list of all participants in Harvard's Advanced Management Program was given [ ] at his request. 25X1

SUBJECT: Biweekly Activities Report No. 3 (cont.)

25X1 F. [ ] newly assigned as OTR's representative on the [ ] Committee for ADP/DDS, has been briefed twice by C/AIB on the goals and the work, to date, of the Committee. 25X1

G. Because of the unavailability of the SO/TR and of a representative from OS/TR on Friday afternoon, C/AIB briefed six students for the PM course which starts 1 February. This was the only time the six could be administratively assembled.

25X1 H. [ ] C/PMT, and C/AIB confirmed mutual requirements for the [ ] phase of the PM course. Dates are confirmed and C/AIB now has the name [ ] contact who arranged the dates and whose name [ ] CCS/DDP, can include in his official letter [ ] Neil reports his letter has to be more of a request to use [ ] facilities than a mere statement that the Agency will be using said facilities. 25X1 25X1 25X1 25X1

W I. There are four employees from O/Communications registered for the OFC. This is mentioned only because there has been only one from that Office in the OFC in the last two years.

J. The January-February OTR Bulletin is scheduled to be published 8 February.

25X1 K. With approval [ ] C/IPF/IS/TR, and of [ ] Chief, Human Resources Branch, CGS, a second Training Report [ ] who took Conference Techniques was prepared [ ] and was sent to the official files as a replacement for the original report. It appears that both [ ] were agreed that the first was much too harsh, and that the circumstances were such that the criticism was undeserved. [ ] "softened" the first part of the report after discussing it personally [ ] 25X1 25X1 25X1 25X1

25X1 L. [ ] are handling registration (at Headquarters) of Agency employees for the GWU Off-Campus program. Registration is the afternoons of 29 January and 1 February. [ ] will handle registration for the AU courses (mainly for ORR) on Tuesday afternoon. 25X1

**Page Denied**

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